

U.S. Department of Energy

Office of Environment, Safety and Health

**Electronic Publishing
Standards and Guidelines**

February 2000
Version 6

Table of Contents

1.0	Background.....	3
1.1	Acknowledgments.....	4
1.2	Definitions.....	4
2.0	Style Guide for Electronic Publishing	8
2.1	Guidelines-At-A-Glance “Cheat Sheet”.....	8
2.2	General Guidelines.....	10
2.3	File Formats and Tools.....	12
2.3.1	File Formats.....	12
2.3.2	Tools	13
2.4	File Size and Directory Structure.....	13
2.5	Document Elements (Table Of Contents, Index, Attachments, etc.).....	14
2.6	Figures and Graphics	14
3.0	Procedure for Posting Electronic Documents	15
3.1	Internal Review and Approval.....	15
3.2	Submission to EH-72	15
3.3	Tracking and Status.....	15
3.4	Internet Posting Transmittal - Sample Screen	15
3.5	Metadata Cataloging Procedure	16
3.6	Logistics and Responsibilities for Customers	16
4.0	Recommended Policies for Web Site Creation.....	18
4.1	General Points for EH Webmasters.....	18
4.2	Style for HTML Pages (Guidelines for Webmasters’ consideration)	19
5.0	References	20
5.2	HTML Style Guides and Standards	21
5.3	Copyrights and Liability on the Internet	21
6.0	Appendices	22
6.1	Metadata Cataloging Procedure.....	22
	Table 1 Metadata Field Names, Definitions, and Tag Structure	22
	Table 2 HTML Tag Template	25
	Attachment A - Master List of Site Codes.....	33
	Attachment B - Metadata Tag Structure Chart.....	36
	Attachment C - ISM Categorization Codes	39
	Attachment D - Category/DocType Master List - Available Electronically	41

1.0 Background

In 1996 at the request of the Assistant Secretary for Environment, Safety and Health, an Electronic Publishing Process Improvement Team (PIT) was formed to recommend improvements to the EH document publishing practices. This PIT team produced a report outlining the recommended steps for EH to follow in order to accomplish the following goals:

1) make use of the Internet as a cost-saving means of publication and distribution, 2) build in to new information products a greater level of portability and exchangeability, and 3) provide EH document creators with the tools and methods to achieve goals 1 and 2.

In August 1996 a DOE Corporate-level Information Management (IM) meeting was conducted by the DOE Chief Information Officer. In this meeting, Headquarters IM representatives developed a "Corporate Information Management Guidance" document, which identified 25 specific IM initiatives which had been unanimously endorsed by this group. Two of these specific guidance items are numbers 0021 and 0023, "Internet/WWW Access" and "Electronic Publishing/Dissemination," respectively. The efforts of our EH Electronic Publishing PIT, and in particular this style guide, directly address these two initiatives.

This style guide defines the specific standards and general guidelines, which the Office of Environment, Safety and Health will use to create information products for publishing on the World Wide Web (Web). It is one of the tools that will assist EH document creators in producing Web-compatible, easily exchanged information products. Guidance on how to post documents to the web and guidance on creating web sites is also given.

This guide is presented in five sections addressing the areas of immediate interest for most of the EH document creating community. These sections are: Section 1.0 Background, Section 2.0 Style Guide for Electronic Publishing, Section 3.0 EH Web Customers: Procedure for Posting Electronic Documents, Section 4.0 Recommended Policies For Web Site Creation, and Section 5.0 References.

The World Wide Web and related Internet technologies hold great potential for providing information to the public more quickly, extensively, and efficiently than ever before. The remarkable growth in the number of Web servers, the amount of material they contain, and their use by the public make the Web an increasingly attractive and effective dissemination channel for Federal agencies.

This same rapid growth also intensifies the need to establish standards and guidelines to help users publish, retrieve, and use the information they need. Users and document producers within EH are increasingly interested in producing Web-compatible output so that they can publish quickly and with less expense. Taking a step beyond single document publishing to the document collection, EH users are

increasingly interested in how to access information in an integrated manner, so that documents produced by one group can be successfully located and used by staff members in another group and collaborative efforts can take place.

This document tries to avoid placing unnecessary constraints on individual document creation processes. Every organization and program faces the special circumstances of its particular mission, goals, content, customers, technical capabilities, and organizational culture.

This is a living document, which will evolve as techniques are tested and as technology matures. In addition, this document is not intended to be a comprehensive tutorial in HTML or other Internet formats; reading this document does not replace training.

1.1 Acknowledgments

We are indebted to the work of
the Department of Education
the Department of Health and Human Services
the Committee for Department of Energy Home Page Re-design
The World-Wide Web Consortium
Director of the Office of Information Management, EH: Steve Scott

1.2 Definitions

CGI: Common Gateway Interface. Programmers use it in Web development to run programs on the server (to execute script files, collect data, update a database, etc), to amplify what is being run on the client (the user interface application or Web browser interpretation of HTML script). CGI is used when more functionality is required above and beyond what is available as a client-side supported function.

CGI-based database tools: Applications for the World Wide Web that use the CGI protocols to collect, transfer and store data.

Cold Fusion: Cold Fusion is a software package that provides a comprehensive toolset for creating interactive database applications for the World Wide Web (using CGI script). Cold Fusion's basic functionality enables the construction of data input forms in a matter of minutes and powerful query front ends in a matter of hours. Its advanced functionality enables the development of sophisticated interactive webs and information publishing applications.

customer: The “customer” in this document refers to the originating EH office, or its representative, who wishes to produce documents for publishing on the Web. The terms “customer,” “content provider,” and “originating office” essentially signify the same thing.

DNS: Domain Name Server: this service translates the name of a machine into a numerical address (IP address) and vice versa. The domain name is `hq.doe.gov` in the address `"steve.scott@hq.doe.gov"`

document: A document is a set of information designed and presented as an individual entity. A publication is an example of a document. It may contain logical subunits such as parts, sections, or chapters; but it is typically created, updated, and presented as a single unit. The Web presentation of a document may consist of one or many web pages.

document collection: A document collection is a set of documents that are logically related, usually by their content, target audience, or origin (e.g., a collection of studies produced by a program, project, or organization). They are usually physically stored in proximal subdirectories on a web server.

EH: Department of Energy's Office of Environment, Safety and Health.

ES&H InfoCenter: A resource center sponsored by EH-72 (Office of Information Management). This center is a hard copy library of UCNI and other sensitive material, and a processing center for creating Internet-compatible electronic formats, as well as other document processing. The InfoCenter also serves as a help facility for EH, providing the following services: Assistance with Web site creation, document scanning and indexing, document requests, research, and more.

FoxPro: A relational database management system (RDBMS) software package. Allows users to create a relational database for use by itself or as a back end for another application.

FTP: File transfer protocol. This is a standard Internet communications protocol designed for rapid transfer of large files. Part of the reason the transfer is so rapid is that FTP is not designed for reading or browsing files, just transferring them. To facilitate this type of sharing, people set up "FTP sites" for temporary storage and retrieval of files and documents. The term "FTP" has also become a verb, as in "I'll just FTP those to you." It is an alternate protocol to http (standard HyperText Transfer Protocol) within the browser. You can access an FTP site via your browser by entering its syntax into your browser's location bloc: `ftp://anonymous@ftp.eh.doe.gov`

GIF: uncompressed file type originally developed by CompuServ. It has become a de facto Internet standard. It is typically smaller than other image file types, with the exception of JPGs.

home page: A home page is the entry point to a Web Site or a collection. It is the first page of information received by a visitor. Although the term "home page" is sometimes

used as a synonym for "Web Site" or "document collection," in this document the terms are not equivalent.

HTML: Hypertext markup language. This is the standard language of the World-Wide Web. It is a markup language consisting of various tags which, when applied to text, cause the text to appear a certain way when the text file is being browsed by a WWW browser, such as Netscape. HTML also allows users to "hyperlink" to another text file, image file, or location. This is done by placing an external reference code (<href="....">) in one document which contains the filename or location of the object to be linked to. The file to be linked to is placed in the expected or defined subdirectory, and can be linked to from within the original document by "clicking" on the hyperlink.

IM Council: Department of Energy's Information Management Council. The IM Council is a guidance/steering committee for the Department's information management strategic planning, coordination and development.

Internet Posting Transmittal (IPT): A new transmittal form proposed by the PIT to aid in the electronic publishing re-engineering effort. This transmittal, in electronic or paper form, will accompany a document that is to be posted on the Internet. It includes bibliographic information about the document and other document management information such as revision, release date, purge date, file types, number of files, and other information.

JPG: (pronounced "jay-peg") an image file compression type that is currently a World Wide Web standard. JPEG is a standardized compression method for full-color and gray-scale images. JPEG is intended for compressing "real-world" scenes; line drawings, cartoons and other non-realistic images are not its strong suit. JPEG is "lossy," meaning that the output image is not exactly identical to the input image (suffers "loss"). Hence it is not advisable to use JPEG if you have to have identical output bits, as may be required in detailed text objects. However, on typical photographic images, very good compression levels can be obtained with no visible change, and remarkably high compression levels are possible if a lower-quality image can be tolerated. This format was initially developed by an independent group as an alternative to CompuServ's file type **GIF**.

listserv: (See **mailing list**) has become a generic term for one of several mailing list packages that allow users to receive specific articles or subjects of interest. The term "listserv" is now used to generically describes this technology.

mailing list: An Internet service whereby a user can subscribe to a specific topic of interest. Users can receive up-to-the-minute information on a variety of subjects. Some mailing lists are moderated, that is, the content is monitored and filtered by an interested, authoritative party. Some are not. Administrators can also set up a mailing list targeted to specific users, and control the distribution of documents in that way. Since mailing lists have specific names, only those with the knowledge of the name would have to receive new documents. This is not a secure way to distribute documents, but is a way to limit distribution. It also has the advantage of notification.

Metadata: Data about the document. In the case of documents, this is bibliographic information descriptive of the document content. Refers to data within the specified tags used to aid in the identification, description and location of individual information products.

NEPA: National Environmental Policy Act

NII: National Information Infrastructure initiative.

OSTI: Department of Energy's Office of Scientific and Technical Information.

PDF (Portable Document Format): Quickly becoming a de facto Web standard for creating and reading image files. The reason PDF is becoming a standard is that its creators, Adobe, have released a free version of the PDF reader. Anyone can download this reader from the Adobe Web site. PDF is a well-like file format because PDF files look a lot like the original pages, with columns and other formatting retained.

PIT: Process Improvement Team.

robots and spiders: Names for agents that automatically search the Web for information. A robot is a program that automatically traverses the Web's hypertext structure by retrieving a document, and recursively retrieving all documents that are referenced. Normal Web browsers are not robots, because they are operated by a human, and don't automatically retrieve referenced documents (other than inline images). Web robots are sometimes referred to as Web Wanderers, Web Crawlers, or Spiders.

TIS: Technical Information Services. This is the ES&H main Web site which presents a single, organized user interface to important environment, safety and health information created within EH and by a variety of external entities. Please visit it at <http://tis.eh.doe.gov>

UCNI: Unclassified Controlled Nuclear Information. A category of sensitive, but not classified information, which cannot be viewed by users without special clearance.

World Wide Web: An access method and user interface to the Internet, which supports graphics and image-based objects. The Internet is the infrastructure; the Web is a means of browsing objects on the Internet. There are de facto standards for objects to be browsed through a Web browser: file types of HTML, and image types of GIF and JPG. Currently, many people use either Netscape or Microsoft Explorer to browse the Web. Netscape and Explorer are therefore known as "web browsers."

Web-compatible format: File formats that can be viewed easily and without conversion directly via a Web browser such as Netscape. Currently the de facto text standard of Web-compatible formats is **HTML**, with ASCII as a good source file type (some browsers and

other Web applications convert ASCII to HTML on the fly). The current de facto image standards are **GIF** and **JPG**, with **PDF** running closely behind.

web page: A web page, in Web terminology, is an individual computer file which can be addressed by a hypertext link. Documents and collections are constructed of linked pages.

Although most pages are static files, some are not. HTML forms, Common Gateway Interface (CGI) scripts, and other mechanisms may be used to create pages, which are front-ends to databases or other types of information services. Such services may dynamically create new pages containing query responses or customized forms in response to user input.

Web Site: A Web Site is the general collection of pages, which represent an organization or entity. For example, the EH-2 Web Site consists of the primary point of entry (the “home page”) and the subordinate pages to which it links.

Webmaster: An individual with primary responsibility for the Web server. By convention, each Web server maintains a webmaster e-mail address (e.g., Webmaster@tis.eh.doe.gov) to which suggestions and inquiries about the site may be directed.

2.0 *Style Guide for Electronic Publishing*

2.1 *Guidelines-At-A-Glance “Cheat Sheet”*

Make a copy of this section to use as a quick reference sheet on this entire manual.

- 2.1.1 Create documents in the latest version of MS Word or other word processor.
- 2.1.2 Avoid fonts smaller than 8 point; 10 - 12 font is preferred.
- 2.1.3 Leave a white space approximately 0.5 inches around any graphics if the file is to be electronically converted to PDF.
- 2.1.4 Use a completely numeric chapter/section numbering scheme (e.g., 1.1.1).
- 2.1.5 Optional, depending upon size of the file: Break long documents into sections of approximately 10-20 pages each. Render each section as a separate file named for its section. Follow “natural” breaks such as chapters, sections, etc. If the natural sections greatly exceed the maximum, create subsections and label the files as such.

2.1.6 Render any illustrations or graphics as GIF or JPG files, except for native format tables or charts. [Does not apply to PDF documents].

2.1.7 Current operating systems on the desktop, LAN, and Internet will support extended filenames greater than 8 characters. Please limit names to a maximum number of 12 characters in order to keep URLs and file addresses short. The file extension must reflect the file type or else the document will not be recognized by programs attempting to read or open it. The following are conventions used for Web-ready file types:

GIF	.gif
JPG	.jpg
HTML	.htm or .html
PDF	.pdf

2.1.8 [Alternative to 2.1.9: Optional] Using the “Save as” feature of MS Word for Windows, save files in HTML format.

2.1.9 [Alternative to 2.1.8: Optional] Using the PDF Writer function of Adobe Exchange or of the word processor, save file(s) in PDF format.

2.1.10 Store the finished document product in a directory structure named for the document and its subordinate parts, if any. Store the graphics (GIFs or JPGs) in a subdirectory labeled “images” and place this subdirectory in the same subdirectory containing the html file(s) to which it will be linked. In other words, there will be a folder for each section of the document and in this folder will be a subordinate folder containing all the image files. If there are no sections, the HTML or PDF file will be in a subdirectory, which will also contain a subdirectory labeled “images” that will hold image files.

2.1.11 It is best to name all graphics uniquely, even if they are stored in separate subdirectories.

2.1.12 Using the Internet Posting Transmittal (IPT, in section 3.4), transmit your files to EH-72. Specify location on the web and other data as identified on the IPT.

2.1.13 To modify existing web pages on an existing website, print the pages to be changed and mark them up clearly with the new information. Attach any long text changes as files. Transmit to EH-72 using the IPT.

2.2 General Guidelines

Accuracy

Complete accuracy for all online information is an important goal. However, the need to make information available quickly or a lack of resources may not permit the extensive editing and proofreading necessary to ensure total, character-for-character correspondence between an electronic document and its printed counterpart.

In such cases, the order of precedence for quality assurance efforts will be: (1) to ensure the accuracy of information on which users may base important decisions (e.g., review deadlines, policy guidance, etc.); (2) to avoid inaccuracies which compromise meaning (e.g., missing text, misaligned table cells, etc.); and (3) to fix trivial and cosmetic flaws such as special fonts and bullets, etc.

At present, the easiest way to produce a faithful electronic representation of a document on the Web is to convert it to a PDF file (Adobe's Portable Document Format).

If HTML is used instead of PDF, the resulting presentation does not precisely mimic the printed page. The formatting adjustments which are required to present information in HTML are not considered to compromise accuracy if they faithfully convey the original information.

Approvals

Each EH Office will designate an individual or team who shall be responsible for reviewing and approving all electronic submissions.

Government Information Locator Service (GILS) Compliance

Information sources and products on EH Web servers will, when appropriate, have GILS records created for them.

Electronic vs. Paper: Which will be released first?

Whenever possible, electronic release should be coordinated with release of printed publications so that press releases and other publicity can mention electronic availability and include the Uniform Resource Locator (URL). Some offices only release electronic copies of their information products and thus circumvent this issue.

When it is known in advance that there definitely will be a printed release, the electronic versions of publications normally will not be released to the public before the printed version has completed the clearance process. This does not mean we have to wait until distribution is completed, just until the final hard copy

has been approved. E-mail notification of approval is adequate for our record keeping.

Lifecycle and Currency of Documents

Effective customer service and credibility depend on the information's timeliness and currency. Time-sensitive information such as conference announcements and press releases must be posted as promptly as possible. Out-of-date information must be removed or updated promptly. The owner responsible for the document or collection will determine when documents should be purged or classified as "historical."

When the information in an online version of a publication becomes outdated, a dilemma arises: whether to update the information or remain faithful to the printed version. The information should be updated if

- (1) the document is represented to users as a current resource rather than an historical artifact; and
- (2) the outdated information is factual and easily updated in the document without distorting other content (e.g., new phone numbers or contact names). When a publication is modified, its title page or home page should include or link to a specific statement explaining and dating the modifications.

Ownership

The content of the documents and the web pages themselves are "owned" by the originating offices, who are responsible in general for the quality and currency of the content. The platform upon which the pages reside are "owned" by the Office of Information Management.

Personal Home Pages

Personal home pages are not supported.

Responsible Party/Contact

Every document (or document collection) will have an e-mail address, or a link to an e-mail form, which can be used to contact a responsible party regarding the content of the page(s). This responsible party should be a subject matter expert in the content of the information presented within the collection. Until such an individual is designated for each office, the contact will be the Webmaster for the Web server.

2.3 File Formats and Tools

2.3.1 File Formats

The choice of file formats used should be based on the following considerations: (1) the intended use of the material by the target audience; (2) the accessibility of the format to the target audience; and (3) the level of effort required to convert the material to the format.

Material intended to be viewed, read, or browsed online: In order of preference:

- 1) HTML format is preferred for the text portions of the documents and GIF is preferred for graphic. JPEG format may be used instead of GIF for photographic material where there is a need to preserve a large number of colors. In such cases, JPEG produces smaller files with minor loss of image precision. Break up and store the document according to guidelines Section 2.4, File Size and Directory Structure.
- 2) Portable Document Format from Adobe (PDF) should be used in cases where the exact look and feel of a document must be preserved. In general, PDFs are better for smaller, more compact documents and not as good for larger complex documents. This is due to the fact that PDFs tend to be large files and tend to take a long time to display if they have not been optimized for Web transmission (See Tools section, below). When saving PDF files, be sure to use the "Save As" option and check the "Optimize" box to ensure the optimization process, This prepares PDFs to be transmitted a page at a time.

If PDF is used for a larger document, it should be broken down into smaller PDF files (roughly 10 pages per file) and presented with an HTML front page which lists the PDF section names as hyperlinks.

Material intended to be downloaded for offline print or display shall be prepared in one of the following formats, which are listed in descending order of preference:

- 1) Full document rendered as a word processor file with all graphics imbedded. Ideally, this document will be zipped so as to occupy less space. Its native format and version (e.g., MS Word 97,) will be identified. Microsoft Word is the current word processor of choice for EH.
- 2) Adobe Acrobat (.PDF). Include link to Acrobat viewer.

2.3.2 Tools

Any tools resulting in the above formats are considered acceptable. For example, some editors prefer the flexibility of Notepad or Wordpad to the structured nature of a formal HTML editing package. However, the PIT has the following recommendations:

Function Type	First Choice	Second Choice
Word Processing	MS Word latest version with HTML "save-as" feature	WP latest version
HTML Conversion	MS Word 97	N/A
HTML Editing	Word Pad, Notepad or latest version MS Word	A number of HTML editors come in and out of use. OIM Web team can provide names of current tools.
Graphics Creation	Adobe Illustrator	Any graphics package that allows "save as" or "export" as GIFs or JPGs
Graphics Editing (esp. photos)	Adobe Photoshop Paintshop Pro	
PDF Creation from paper	Adobe Capture with Exchange 3.0 optimization*	
PDF Creation from text files	PDF writer (part of Adobe suite) with Exchange 3.0 optimization*	
Presentations or Slides	PowerPoint from Office '97 suite with HTML "save as" feature	N/A

*It is not recommended that any PDF file be rendered without using the optimization process, which prepares PDFs to be transmitted a page at a time.

2.4 File Size and Directory Structure

File Size

Large or complex documents intended for online viewing, typically those larger than 10 screens, should be divided into multiple, smaller files. If possible, files should be divided along logical break points such as chapters or sections.

For publications, a separate file should be created for title page information. This file should include appropriate bibliographic information (Title, date, author, originating entity) and a table of contents which can be linked to each chapter/section file.

Directory Structure

The files that make up the document as described above should be stored in a directory named for the document, with a subdirectory for each chapter/section labeled with names like "chap_1," "sect_2," etc. Images should be stored in a separate subdirectory labeled "images" and placed within the subdirectory containing the text files to which they link.

2.5 Document Elements (Table Of Contents, Index, Attachments, etc.)

Table of Contents

It is recommended that a standard structure for Table of Contents (TOCs) be observed. This is in order to facilitate the potential for automatic hyperlinking of TOCs to their respective chapters, and other automatic document processing manipulations. The recommended structure is to use numerics only: For example, the top tier label will be 1.0; secondary level will be 1.1, tertiary level will be 1.1.1, and quaternary level will be 1.1.1.1. Levels below that may be bullet lists. Levels below that encourage the restructuring of that section. It is best that TOC levels be created flush left, not indented.

Index

Standard indexes that refer back to a page number are essentially useless in a hypertext environment, as there is no pagination on a hypertext document. If an index is required, it will take the Webmasters some time (roughly 20 minutes/page) to hyperlink the index terms to the appropriate chapter or section.

Attachments

In preparation for submitting the document electronically, all attachments should be stored in a separate subdirectory labeled "attach."

2.6 Figures and Graphics

Images are appropriately used to help convey information or to create a consistent and recognizable "look and feel" for a collection. In addition, graphics generally enhance the appearance of a page and have been proven to increase the information retention of the users.

Images should generally be as small as possible, unless a specific effect is unachievable without a larger image. As a general rule, images should be no wider than 600 pixels and of a commensurate height (i.e., no higher than necessary to present a balanced look). Usually it is not a good idea to make your users scroll past the height of an entire image.

Image file size can often be reduced significantly by reducing the color depth, especially for non-photographic material such as charts and graphs. Image resolution may often be reduced without compromising the information conveyed. Actual width and height should be specified for each image; many browsers can use the information to format and display documents faster.

Other than PDFs, acceptable image formats for web publishing are GIF and JPG.

3.0 *Procedure for Posting Electronic Documents*

3.1 *Internal Review and Approval*

The originating office is responsible for conducting internal review and approval. Evidence of such approval needs be maintained only at the discretion and under the purview of the originating office.

3.2 *Submission to EH-72*

3.2.1

The originating office or its designate will submit the document(s) to EH-72 in the file structure and format as specified earlier. The document will be submitted using the Internet Posting Transmittal (IPT). An electronic version of the IPT can be found at url: <http://tis.eh.doe.gov/support/forms/ipt/ipt.cfm>. The IPT will indicate where the document is to be stored (i.e., which web page it is to be linked to), what file type(s) are being submitted, how many files per document, and other information including, Priority, Type of Submission (New, Change, Delete, Replace).

3.2.2

The originating office will then attach the appropriate subdirectory containing the files for electronic submittal.

3.2.3

If problems exist with electronic submittal, the files may be FTP'd to a pre-defined subdirectory at anonymous@ftp.eh.doe.gov. This site is also the EH LAN p:\ drive, the public drive for EH professionals. Contact the ES&H Helpline at 301-903-8358 for web publishing assistance. Most offices currently have a subdirectory in use.

3.3 *Tracking and Status*

EH-72 will provide tracking and status data at the request of the originating office. An interface into the Electronic Publishing Module of the Integrated Helpline system will be provided so that the offices can track the status of their requests.

3.4 Internet Posting Transmittal – Sample Screen

To access the Internet Posting Transmittal (IPT) system, go to url: <http://tis.eh.doe.gov/support/forms/IPT/ipt.html>. The below sample screen shows the Internet Posting Transmittal form to be used when requesting posting of a web-ready document.

The screenshot shows a Netscape browser window titled "Internet Posting Transmittal Form - Netscape". The address bar displays "http://tis.eh.doe.gov/support/forms/ipt/ipt.cfm". The form is organized into several sections:

- Contact:** Fields for "Phone:" and "Email Address:".
- Document Info:** Fields for "Document Number:" and "Document Title:".
- File Info:** Fields for "File Name:" (with a file selection icon), "Number of Files:" (with a note "(including images)"), "NOTE: Files must be placed on the EH FTP site. (P Drive)", "FTP Directory:", "Posting Location:", and a radio button selection for "Is Metadata entered in all HTML and PDF Files?" (Yes/No, with "No" selected).
- A checkbox for "I would like this Document 'PUSHED' on the portal front page."
- Comments:** A large text area for user comments.
- A radio button selection for "Do you have more files to submit?" (Yes/No, with "No" selected).
- Buttons for "Submit Form" and "Reset Form".

The status bar at the bottom indicates "Document Done".

3.5 Metadata Cataloging Procedure

This applies to all documents (PDF and HTML formats) intended for storage in ES&H document collections and retrieval via the ES&H Information Portal. It is also intended that this procedure be used together with the Internet Posting Transmittal Procedure referenced above.

The metadata procedure provides guidance on how to insert metadata into PDF files or HTML files. This procedure can be found in Appendix 1.

3.6 Logistics and Responsibilities for Customers

Coordination

Coordinate submission of electronic documents and Web site development through the EH-72 organization, submitting the request to the Web Coordinator via the Internet Posting Transmittal.

Web Coordinator: 301-903-8358

e-mail: eh-information@eh.doe.gov

Approvals

Once the home page is ready for posting, written approval from the originating Office Director to the EH-72 Office Director indicating that the page is ready to "go live." An E-mail is considered acceptable as "written approval."

Public Release

The originating office is responsible for documenting that information made available in publicly accessible directories is authorized for public release.

Compliance

The individual designated by the originating office shall be responsible for compliance with these standards, insofar as their office is equipped to do so, and for recommending changes or exceptions to items which conflict with the goals of their activities.

Quality Assurance

The originating office shall be responsible for ensuring the quality and functionality of their HTML documents, forms, and related CGI programs. Each organization, program, or document collection will have one or more "Quality Testers," who will review all documents for quality before the documents are made publicly available.

Departmental quality testers will spot-check collections regularly.

Restricted Access

Sensitive, confidential, or privacy information shall not be placed in publicly available directories. There may be a need to place documents and collections that are not officially public (i.e., discussion drafts, prototypes, etc.) in a non-private directory for access by a geographically distributed workgroup, test group, or team.

The sponsoring organization is responsible for determining whether to have the Webmaster password-protect the materials to prevent access by unauthorized individuals (password protection secures the material but also tends to reduce participation). In addition, encryption of the transmission may be required by the sponsoring organization.

Documents and collections that are not officially public will not be linked to publicly accessible documents or placed in publicly available directories without

an explicit warning to users and information on the access restrictions. It may be necessary to coordinate with the Webmaster to explicitly exclude restricted access documents from site-wide full-text indexes.

Usage Monitoring

If desired, usage statistics can be registered for any given website. Project leaders should review and analyze the usage reports generated by the server for their documents and collections, and use this information to improve their services or marketing.

4.0 Recommended Policies for Web Site Creation

4.1 General Points for EH Webmasters

Functional Rather than Organizational

In general, web pages should be functional rather than organizational. Emphasis should be placed on the function of the office rather than the office identifier. The page should be as dynamic and interactive as possible, not just static information.

Dead Links

Dead links inevitably occur on Web servers as pages are modified, moved, or deleted over time. However, dead links can quickly damage a Web server's credibility. The Webmaster for each server and the responsible party for each organization, program, or project will be jointly responsible for monitoring and maintaining their collections. They shall correct or remove dead links as soon as possible. External links shall be monitored using automated dead link detectors.

Change in Server Name or Moving a Web Site

On occasion, there are compelling reasons to rename a server or to move a web site to a new server. This leads to changes in customers' URLs for their home pages and can be annoying or disruptive to them. Any server name changes should be done with the knowledge and concurrence of the customer. One of two methods will be used to redirect the users to the correct page. Consult with the customer to make the choice:

1. Using the web server administration tools, redirect the old URL directly to the new URL so that users may type in the old or new name and still arrive at the expected destination.
2. Use an interim "redirect" HTML page which will read, "The web site 'NAME' has been moved to http://newname.name.name/new_name. Please update your references and bookmarks."

The Web Evolves

Project leaders are reminded that the Web environment is changing rapidly. The number of servers and users is skyrocketing. New software, both commercial and freeware, for browsing, authoring, converting, serving, and searching becomes available every week. Project leaders should from time to time evaluate the needs of their projects against the changing environment and make appropriate adjustments. Project leaders can consider asking the Webmasters for a periodic briefing about new tools and techniques.

Continuous Improvement

Project leaders should take advantage of the "live" nature of Web services and the steady stream of technical enhancements by continuously improving their services. While frivolous and arbitrary changes are distracting to users, improvements to services based on user feedback, new ideas for organization, new HTML features, or newly available functionality will keep services fresh and give users a favorable impression that EH is "keeping up."

4.2 Style for HTML Pages (*Guidelines for Webmasters' consideration*)

Titles

Every page shall have a title. The title will be descriptive and specific (e.g., "FY 1999 EH Budget" is preferable to "Budget"). Refer to the document's introduction pages or Executive Summary to acquire a descriptive, informative title. Although the title is often overlooked because it does not appear in the body of the document, it is important because it is frequently used to identify the document on hotlists, search result sets, and site indexes.

Headers

Every page will have a top-level <H1> header near the top of the first screen, except that an <H2> header may be used for continuation pages when a chapter or section is subdivided. The header should not exceed 1-2 lines of text. Lower-level headers (e.g., <H2>, <H3>, etc.) may be used if appropriate to the document. Header markup will not be used to emphasize entire paragraphs.

Standard Footer

Every document will contain the following information in a standard footer: date of last document update, e-mail address or initials of responsible party with mailto: link, and link to an appropriate home page (for the document, collection, project, program, organization, or Department).

Offices and programs are encouraged to develop graphic banners and icons to help give a graphical identity and consistent look-and-feel to their pages, within

the guidelines defined in this document for sensible and economical use of graphics.

Links to Large Files

Links to files larger than 50 kilobytes will include an explicit note of the file size.

Uniform Resource Locators (URLs)

Relative URLs are to be used whenever possible, for both anchors and images, in order to make documents and collections portable. For example, a link from the file "index.html" to the file "chapter1.html", when both files reside on the Web server "tis-nt.eh.doe.gov" in the directory "/pubs/oeweek/", should be expressed as ``, not as ``.

URL names should use simple, understandable words and be kept as short as possible without becoming cryptic. The intent is to use names which are easy to read, remember, and type.

PDF Reader Note

All PDFs will be accompanied by a standard note reading: "The PDF documents require an Adobe PDF viewer. You can download the viewer directly from Adobe's site." The words "download the viewer" will be hyperlinked to Adobe's Acrobat download site at <http://www.adobe.com/Acrobat/readstep.html>

Considerations for Users with Character-only or Low-Bandwidth Access

Pages will be designed so that there is a text equivalent for all information contained in graphics. For example, an image map must be accompanied by alternate text links which provide access to the complete set of options for users who cannot use the image maps because of disabilities, character-only browser limitations, or low-bandwidth connections.

Consideration will be given to designing for efficient transfer over low-bandwidth connections. Graphics should be no larger than necessary and may sacrifice color-depth or image resolution to reduce file size.

Client Feature Variations

Document authors should be aware of the variations in features available on different clients (Web browsers) and should author their documents accordingly. In general, EH is designing pages which are maximized under Netscape 4.0 for Windows 95 (which supports Java applets) but will run and look acceptable under the 3.x browsers.

5.0 References

5.1 HTML Style Guides and Standards

Putting Information onto the Web

An Example Page That Makes Sense -

[<http://www.dcn.davis.ca.us/~csandvig/ip/example.html>]

NSF/NCSA World Wide Web Federal Consortium Training Materials Page

[<http://skydive.ncsa.uiuc.edu/where/training.html>]

Style Guide for Online Hypertext

Tim Berners-Lee, World Wide Web Consortium

[<http://www.w3.org/hypertext/WWW/Provider/Style/Overview.html>]

Composing Good HTML

Eric Tilton

[<http://www.cs.cmu.edu/~tilt/cgh>]

Yale C/AIM WWW Style Manual

Patrick J. Lynch, Yale Center for Advanced Instructional Media

[<http://info.med.yale.edu/caim/manual/contents.html>]

Names and Addresses, URIs, URLs, URNs, URCs

a collection of documents about Uniform Resource Locators and other web addressing schemes

[<http://www.w3.org/pub/WWW/Addressing/>]

5.2 WWW Security

The World Wide Web Security FAQ

Lincoln D. Stein, Whitehead Institute for Biomedical Research

[<http://www-genome.wi.mit.edu/WWW/faqs/www-security-faq.html>]

5.3 Copyrights and Liability on the Internet

The following information is provided courtesy of Steve Scott. This information was obtained via his participation on the committee for the re-design of the Department of Energy home page and web site.

A member of this re-design group contacted the Copyright Office concerning the issue of Home Page registration and learned the following: The Copyright Office said they are seeing some formal registration of Home Pages with them, but for the most part Home Pages are 'copyrighted' as created.

Government-created Home Pages are not copyrighted nor are allowed to be. However, some government Home Pages use copyrighted information. In such cases the government webmasters received permission to use copyrighted information and provided a statement of attribution to the originators.

Bottom line: If copyrighted information is used be sure to obtain written permission from the originators and properly attribute the source.

6.0 Appendices

6.1 *Metadata Cataloging Procedure*

OFFICE OF ENVIRONMENT, SAFETY AND HEALTH
EH Information Resources Management
Policy/Procedures

Metadata Cataloging Procedure

Document No.: EH-72-1999-03-xxx	Status: DRAFT	Date: February, 2000	Revision: 6
Preparer: Office of Information Management, EH-72		Approval/Name and Date: R. Stephen Scott	

1.0 PURPOSE

The purpose of adding metadata to individual documents is to enhance search capabilities within ES&H document collections and by means of the new ES&H Information Portal Web sites.

A further purpose of this specific procedure is to present each document creator with sufficient information so that metadata can be added quickly and easily to each information product.

2.0 SCOPE

This procedure applies to all documents (PDF and HTML formats) intended for storage in ES&H document collections and retrieval via the ES&H Information Portal.

It is also intended that this procedure be used together with the Internet Posting Transmittal Procedure referenced below. This procedure describes how to add metadata to documents; the Internet Posting Transmittal procedure describes how then to post the document to the Internet where the intended audience can access it.

3.0 REFERENCES

- a. Electronic Publishing Standards and Guidelines EH-72-1999-XX-XXX
- b. Internet Posting Transmittal Procedure EH-72-1999-03-XXX

4.0 DEFINITIONS

PDF: Portable Document Format. Developed by Adobe, all files using this format will have the .pdf extension.

HTML: Hypertext Markup Language. The World Wide Web Standard (WWW). The extension .htm or .html indicates that files are of this type. Hypertext transfer protocol (http) servers or browsers will not correctly interpret files without this extension.

Metadata: Data about the document. In the case of documents, this is bibliographic information descriptive of the document content. Refers to data within the specified tags used to aid in the identification, description and location of individual information products.

Delimiter: A character marking the beginning or end of a unit of data. Most common use in this document is to refer to the character that separates multiple values in a given field.

TIS: Department of Energy, Office of Technical Information Services.

Portal: The new Web site designed for presenting a unified view of separately stored information products; also the technology responsible for supporting this Web site. The portal will allow users to access separately stored information objects from a single point of entry. In addition, the portal technology will allow selected objects to be “pushed” to users according to a pre-defined filter or agent.

5.0 POLICY

It is the policy of EH that all documents published on the Internet will have associated metadata.

6.0 RESPONSIBILITIES

Internet Publisher

- a. Metadata tagging
 - 1. Identify values for metadata tags
 - 2. Insert proper metadata tags and values into documents
- b. Quality Control
 - 1. Assure continuity and quality of the metadata values

7.0 REQUIREMENTS

- a. Adobe Exchange with IHP Plug-in
- b. Acrobat PDF Writer (Driver Printer)
- c. Microsoft Word 97 with HTML conversion plug-in
- d. Word document ready for conversion
- e. Internet Browser (Netscape)
- f. List of approved metadata tags, listed below:

Table 1 Metadata Field Names, Definitions, and Tag Structure

Field Title	Definition	Metadata Tag (full format of tag structure as imbedded into HTML document)
Title	Full document title	<META name="DC.title" content="">
Author	Individual name(s)	<META name="EHDL.author" content="">
Keywords	Subject words or phrases separated by semicolons	<META name="EHDL.keywords" content="">
Originator	Originating entities	<META name="EHDL.originator" content="">
Date	Date published	<META name="DC.date" content="">
Category	Document classification	<META name="DC.type.category" content="">
Doctype	Specific document type	<META name="DC.type.doctype" content="">
Doc Subtype	Document sub type if whole doc is a compound of others	<META name="DC.type.docsubtype" content=""> This area used only by Quality Control and ISM.
Docno	Document's unique number	<META name="EHDL.docno" content="">
Section	Relevant if document is sectioned into multiple files	<META name="EHDL.section" content="">
Site	DOE site code	<META name="EHDL.site" content="">
Core Function	Used to classify into ISM construct.	<META name="EHDL.corefunction" content=""> This area used only by ISM.
Guiding Principles	Used to classify into ISM construct.	<META name="EHDL.guidingprinciples" content=""> This area used only by ISM.
Issue Type	Used to classify into ISM construct.	<META name="EHDL.issuetype" content=""> This area used only by ISM.
Functional Area	Used to classify into ISM construct.	<META name="EHDL.functionalareas" content=""> This area used only by ISM.

Table 2: Template for easy insertion of tags into HTML document. This template can be copied and pasted into any html document for easy insertion of appropriate and required metadata information.

```
<META name="DC.title" content="">
<META name="EHDL.author" content="">
<META name="EHDL.keywords" content="">
<META name="EHDL.originator" content="">
<META name="DC.date" content="">
<META name="DC.type.category" content="">
<META name="DC.type.doctype" content="">
<META name="DC.type.docsubtype" content="">
<META name="EHDL.docno" content="">
<META name="EHDL.section" content="">
<META name="EHDL.site" content="">
<META name="EHDL.corefunction" content="">
<META name="EHDL.guidingprinciples" content="">
<META name="EHDL.issuetype" content="">
<META name="EHDL.functionalareas" content="">
```

8.0 PROCEDURE

8.1 Document Conversion

- 8.1.1 Open document in Microsoft Word 97. Make sure the document has been saved in Word format (i.e., filename.doc). Decide the format you want your document converted into—PDF or HTML.
- 8.1.2 To convert to PDF, choose *File* under the main menu in Word. Click on *Print*. When the *Print* dialog box pops up, select *Acrobat PDF Writer* under the printer name drop down menu. Click on the *OK* button. A *Save PDF File As* dialog box will pop up. Specify the location where you want to place your file. Click the *OK* button. A dialog box will pop up and ask you for the first four metadata values. If you have identified the values at this time, you may enter them now and click on the *OK* button. If identification of the values is pending, click the *OK* button without entering the values. Conversion is complete when processing is finished. Repeat conversion process if document is broken up into separate files. The new file will have the .pdf extension.
- 8.1.3 To convert to HTML, choose *File* under the main menu in Word '97. Click on *Save As HTML*. The *Save As HTML* dialog box will pop up. Specify the location where you want to place your HTML file. Click on the *Save* button. Conversion is completed. Repeat

conversion process for each file if document is broken up into separate files. The new file(s) will have the .html extension.

- 8.1.4 If you converted to HTML, go to Section 3. If you converted to PDF, go to Section 4.

8.2 General Guidelines

NOTE: The following fields MUST be completed in full for both HTML and PDF formats:

```
<META name="DC.title" content="">
<META name="EHDL.author" content="">
<META name="EHDL.keywords" content="">
<META name="EHDL.originator" content="">
<META name="DC.date" content="">
<META name="DC.type.category" content="">
<META name="DC.type.doctype" content="">
<META name="DC.type.docsubtype" content="">
<META name="EHDL.docno" content="">
<META name="EHDL.section" content="">
<META name="EHDL.site" content="">
```

The following fields are completed ONLY for Integrated Safety Management (ISM) documents in HTML or PDF format:

```
<META name="EHDL.corefunction" content="">
<META name="EHDL.guidingprinciples" content="">
<META name="EHDL.issuetype" content="">
<META name="EHDL.functionalareas" content="">
```

- 8.2.1 Leave blank values as "" (double quotes).
- 8.2.2 Copy the Title directly from the first page of the document. Check the HTML <TITLE> tag inside the document. If the HTML <TITLE> tag is obviously incorrect, make appropriate changes.
- 8.2.3 If the document is broken down into separate files, each section needs its own metadata tags and will be distinguished by a section number. The Section tag is the only tag that will change in this case. Use copy and paste for quick insertion of the tags.
Example: <META name="EHDL.section" content="Section 1">
- 8.2.4 Use a ; (semi-colon) delimiter between multiple values. (i.e., value;[space]value;)

- 8.2.5 Use the Category/DocType Master List to assist in choosing a **document type**. The Category/DocType Master List is posted on the web at url: <http://www.eh.doe.gov/metadata/catsearch.cfm>. When entering this site, enter your area of interest, e.g. Environment. Click on Search. The current list of categories and doctypes will be displayed. If the document type of your choice is not on the list, notify the EH-72 Core Team at (301) 528-5006.
- 8.2.6 Use the Category/DocType Master List to assist in selecting a **document category**. The Category/DocType Master List is posted on the web at url: <http://www.eh.doe.gov/metadata/catsearch.cfm>. When entering this site, enter your category of interest, e.g. Environment. Click on Search. The current list of categories and doctypes will be displayed. The document **category** should reflect the “bin” in which the users would most likely store and retrieve this document.

8.3 Entering Metadata Values Into HTML format

- 8.3.1 Open document in HTML format using Notepad or WordPad.
- 8.3.2 Copy and paste the approved metadata tags template from Table 2, page 26 into the HTML document between <HEAD> and </HEAD> tags.
- 8.3.3 Title <META name="DC.title" content="">
Enter the full text of title as designated by the Originator of the document. Copy the exact text of the title between the double quotes after content, e.g., <...content"Title Here">. Do not ad-lib abbreviations. When entering the title of the document use Title Case: the first letter of each word is capitalized.
- 8.3.4 Author <META name="EHDL.author" content="">
This field reflects the name of the author(s) of the document. Enter the last name first separated by a space, then the first name. Most DOE documents WILL NOT have an author(s) listed. The DOE documents that normally do have an author(s) listed are memorandums, letters, and white papers. If the document does not specify an author(s) do not enter a value. Leave double quotes in this field.

- 8.5 Keywords <META name="EHDL.keywords" content="">
Keywords are taken from a summary, introduction, or other overview section of the document. It is preferable to use a minimum of ten and a maximum of twenty keywords. **Separate keywords by using a semi-colon between each word as a delimiter**, e.g., *technical standards; Oak Ridge National Laboratory; spent fuel*. Avoid using generic keywords that will show up on every document, such as: Department of Energy or Environment, Safety and Health. Select the keywords that best describe the document. Enter the values using Title Case; the first letter of every word capitalized.
- 8.6 Originator <META name="EHDL.originator" content="">
- 8.6.1 The originator value is the name of the entity/organization that originated the document. The typical structure uses three tiers: the first entry denotes the encompassing agency (e.g. Department of Energy); the second entry is the division (e.g. Office of Environment, Safety and Health); and the third tier reflects the specific office (e.g.: Office of Oversight).
- 8.6.2 Spell out the values. Avoid using acronyms.
- 8.6.3 Use a ; (semi-colon) delimiter between multiple values.(i.e.,value;[space]value;)
- 8.7 Date <META name="DC.date" content="">
This is the date of the document. (Do not confuse the date of the document with the date the document is being submitted for web posting!) If the document is published electronically, the title page should display the document date. The format for entering values should be *yyyymmdd* (20000223). If no day is specified, enter 01 denoting the first day of the month (20000201).

8.8 Category <META name="DC.type.category" content="">

- 8.8.1 This value denotes what collection the document is associated with. The category is based upon the subject or topic of the document. Multiple categories may be assigned to one document. Use the Category/DocType Master List to assist in choosing a value. The Category/DocType Master List is posted on the web at url:
<http://www.eh.doe.gov/metadata/catsearch.cfm>.

When entering this site, enter your category of interest, e.g. Environment. Click on Search. The current list of doctypes will be displayed.

- 8.8.2 When entering multiple values use a ; (semi-colon), e.g., value; [space]value;.

8.9 DocType <META name="DC.type.doctype" content="">

- 8.9.1 This value identifies the specific type of document, for example, "DOE Order" or "Environmental Impact Statement." There are several kinds of documents. Consult the Category/DocType Master list. The Category/DocType Master List is posted on the web at url:
<http://www.eh.doe.gov/metadata/catsearch.cfm>. When entering this site, enter your category of interest, e.g. Environment. Click on Search. The current list of doctypes will be displayed.

- 8.9.2 Normally there will be only one doctype that identifies the specific document. But if multiple doctypes are entered, use a ; (semi-colon) between values, e.g., Announcement; Press Release.

8.10 Subtype <META name="DC.type.docsubtype" content="">

- 8.10.1 Leave this tag blank. The area is used only for QA identification and by the ISM team.

- 8.10.2 *Technical Standards Only*
Enter the function code of the technical standard in this field. Example: <META name="DC.type.docsubtype" content="FSC">

8.11 Doc Number <META name="EHDL.docno" content="">

8.11.1 This is the document's unique identifier as assigned by the document creator, e.g., EIS-0283. It is not the URL. It may also contain revision information, characters, numbers, and letters.

8.11.2 *Note for the Environment Category only.*

The following types of documents will have 2 values within the Document number tag: Notice of Availability, Records of Decision, and Notice of Intents. One document number will be the Federal Register number (use format 62 [space] FR [space] 40062, e.g., "62 FR 40062") The second document number will be either the Environmental Assessment number or the Environmental Impact Statement number. Use format DOE/EA-0000 or DOE/EIS-0000.

8.12 Section <META name="EHDL.section" content="">

8.12.1 A value is entered in this tag when a large document is separated into smaller files. The value that is entered is unique to the file, i.e., number of sections, or logical divisions. The originator usually designs the structural break of the sections, or the section breaks can be determined by reviewing the table of contents. Some recommended section breaks are Chapters, Sections, Parts, Appendices, and Table of Contents. The value is usually sequential and may be numbered. Example: Section 1, Section 2, Section 3, Appendix A, Attachment C, etc.

8.12.2 When multiple files are associated with a document, the values can be copied and pasted into each section. If done properly, this is the only value that you will have to edit.

8.13 Site <META name="EHDL.site" content="">

8.13.1 This value represents the subject site. Subject site is a DOE-owned or monitored location that has a direct relationship with the document's main topic. Multiple values are allowed. Use semi-colon delimiters between the values, e.g., LLNL; BNL.

8.13.2 Enter the site's acronym as the value. Consult the Master List of Site Codes, Attachment A. If the site is not on the

master list, contact the EH-72 Core Team at (301) 528-5006.

8.13.3 If a document relates to all of the DOE sites, leave this tag blank. For example, a DOE Technical Standard normally relates to all DOE-owned/operated sites.

8.14 Core Function <META name="EHDL.corefunction" content="">
Guiding Principles <META
name="EHDL.guidingprinciples"content="">
Issue Type <META name="EHDL.issuetype" content="">
Functional Areas <META name="EHDL.functionalareas"
content="">

8.14.1 This area is used to classify into ISM construct. Select values from Attachment C.

8.4 Entering Metadata in PDF Files

8.4.1 Open the document in Adobe Exchange. To add metadata select *File* from the main menu. Highlight *Document Info*, and select *General*. A dialog box containing four fields will open. Enter the appropriate values into the fields. The Title field and the Subject field should contain the same information (copy the title value and paste it into the subject field. Continue to enter information for the remaining fields (See above steps 3.3 – 3.5 for more information regarding values). Note: the Subject field is the only PDF field without a corresponding HTML tag. Click the *OK* button.

8.4.2 Select *File* from the main menu again. Choose *Document Info*. Select *IHP*. Another dialog box containing the rest of the fields will pop up. Enter the appropriate values for each of these fields. See above steps 3.6 – 3.14 for more information. After Core Function, if needed, you can click Next, which will show: Guiding Principles, Issue Type, and Functional Areas. After adding all the values, click the *OK* button.

8.4.3 Select *File, Save As*, make sure the **Optimize** box on the right of the box is checked. Save file. This procedure will replace the previous version. It is extremely important to use the Optimize function under the Save As template for all PDF files. This procedure saves the file using as little space as possible and ensures faster web access, downloading and uploading.

8.4.4 If the file is broken down into separate files, copy and paste all values, except for the "section" value. The section value needs to be edited to reflect each section.

8.4.5 See the "Internet Posting Transmittal Procedure" on how to transmit the electronic documents (EH-72-1999-03-XXXX).

8.5 Quality Check

8.5.1 Open your completed HTML document in Netscape. To do this, select *File* under the main menu and choose *Open Page*. Select the *Choose File* button. Specify the location of the file. Open button. This is in the open page dialog box.

8.5.2 Preview your document. Make sure that formatting is correct and that it is web publishable. Make sure that all image files are in GIF or JPG formats.

8.5.3 See the "Internet Posting Transmittal Procedure" on how to transmit the electronic documents (EH-72-1999-03-XXXX).

9.0 ATTACHMENTS

- A. Master List of Site Codes
- B. Metadata Tag Structure Chart
- C. ISM Categorization Codes
- D. Category/DocType Master List – Available electronically at url:
<http://www.eh.doe.gov/metadata/catsearch.cfm>.

10.0 REVISIONS LISTING

This procedure will be maintained and kept accurate and current by updating annually or whenever significant changes are identified.

Revision Number	Page(s) Revised	Change Date	Approval Name
6	New Procedure	02/14/00	R. Stephen Scott

Attachment A Master List of Site Codes

<i>Organization</i>	<i>Master Code</i>	<i>Alternative Code (DL)</i>
AL Air Service Operations	AIRSERVICE	
Alaska Power Administration	APA	
Albuquerque Operations Office	AL	
Amador Valley Office		
Amarillo Area Office	AA	
Ames Laboratory	AMES	
Argonne Group	AR	
Argonne National Laboratory - East		ANL-E
Argonne National Laboratory - West		ANL-W
Arctic Foundations Inc Alaska		
Ashtabula	ASHTABULA	
Ashtabula Area Office	AS	
Atlanta Regional Support Office	AT	
Bartlesville Energy Technology Center	BETC	
Bates Linear Accelerator Center (MIT)	MIDDLETON	
Battelle Columbus Memorial Institute	COLUMBUS	
Bayou Choctaw Site	BC	
Bettis Atomic Power Laboratories		BAPL
Big Hill Site	BH	
Bonneville Power Administration	BPO	
Boston Regional Support Office	BSO	
Brookhaven Group	BK	
Brookhaven National Laboratory		BNL
Bryan Mound Site	BM	
Carlsbad Area Office	CSB	
CEBAF Site	CEBAF	
Chicago Operations Office	CH	
Chicago Regional Support Office	CSO	
Dayton Area Office	DA	
Denver Regional Support Office	DVSO	
DOE Central Training Academy	CTA	
DOE Headquarters	DOE HQ	
East Tennessee Technology Park (Replaced: Oak Ridge K-25 Site)	ETTP	
Eklutna Power Plant Site	EKLUTNA	
Energy Technology Engineering Center		ETEC
Environmental Measurements Laboratory		EML
Federal Energy Technology Center	FETC	
Fermi Group	FERMI	
Fermi National Accelerator Laboratory		FERMI
Fernald Area Office	FERN	
Fernald Environmental Management Project	FEMP	
FUSRAP Site	FUSRAP	
Golden Field Office	GFO	
Grand Forks Energy Technolgy Center	GETC	
Grand Forks Project Office		
Grand Junction Office	GJO	
Grand Junction Project Office	GJPO	
Hanford Site	HANFORD	

Idaho National Engineering & Environmental Laboratory		INEL or INEEL
Idaho Operations Office	ID	
Inhalation Toxicological Research Institute	ITRI	
Kansas City Area Office	KC	
Kansas City Plant	KCP	
Kirtland	KIRTLAND	
Kirtland Area Office	KI	
Knolls Atomic Power Laboratories		KAPL
Laramie Energy Technology Center	LETC	
Laramie Project Office		
Las Vegas Office		LV
Lawrence Berkeley National Laboratory		LBNL
Lawrence Livermore National Laboratory		LLNL
Lawrence Livermore National Laboratory (Nevada)		LLNL
Los Alamos Area Office	LAAO	
Los Alamos National Laboratory	LANL	
Los Alamos Site		
Miamisburg Area Office	MAO	
Morgantown Energy Technology Center		METC
Mound Facility		MD
National Institute for Petroleum and Energy Research		
National Renewable Energy Laboratory		NREL
Naval Petroleum & Oil Shale Reserves in CO, UT & WY		NP
Naval Petroleum Reserves in CA	NPR	
Nevada Operations Office	NV	
Nevada Test Site		NTS
New Orleans Site	NO	
North Korea Project		
Notre Dame Radiation Laboratory		
NREL Area Office	NREL	
Oak Ridge Institute for Science and Education		ORISE
Oak Ridge K-25 Site (Replaced by East Tennessee Technology Park)	K-25	K-25
Oak Ridge National Laboratory	ORNL	
Oak Ridge Operations	ORO	
Oak Ridge Y-12 Site		Y-12
Oakland Logistics Office Site		
Oakland Operations Office	OAK	
Office of Scientific & Technology Information	OSTI	
Ohio Field Office	OH	
Pacific Area Support Office		
Paducah Gaseous Diffusion Plant		Paducah
Pantex	PANTEX	
Philadelphia Regional Support Office	PHSO	
Pinellas Area Office	PI	
Pinellas Plant	PINELLAS	
Pittsburg Naval Reactor		
Pittsburg Naval Reactors	PNRO	
Pittsburgh Energy Technology Center		
Portsmouth Gaseous Diffusion Plant		PORTS
Princeton Group	PAO	
Princeton Plasma Physics Laboratory		PPPL
Richland Operations Office	RL	
Rocky Flats Environmental Technology Site	RFETS	
Rocky Flats Field Office	RFFO	
Sandia National Laboratory-Albuquerque	SNL1	

Sandia National Laboratory-Livermore	SNL2	
Sandia National Laboratory-Tonopah	SNL3	
Sanida National Loratories-Kauai		
Santa Barbara Office		
Savannah River Operations Office	SRO	
Savannah River Site	SRS	
Schenectady Naval Reactor		
Schenectady Naval Reactor Office	SNRO	
Seattle Regional Support Office	SRSO	
Snettisham Power Plant Site	SNETTISHAM	
Solar Energy Research Institute	SA	
Southeastern Power Administration	SEPA	
Southwestern Power Administration	SW	
Southwestern Power Administration	SWAP	
Special Technology Laboratory		
St. James Terminal Site	SJ	
Stanford University Site	SLAC	
Strategic Petroleum Reserve Project Office	SPR	
Strategic Petroleum Reserve Site		
Sulphur Mines Site	SM	
Super-Conducting Super Collider	SSC	
Super-Conducting Supercollider Site		
Test Reactor Area - Idaho National Engineering Laboratory		INEL
Thomas Jefferson National Accelerator		TJNAF
Transportation Safeguards System	TSS	
UMTRA	UMTRA	
United States Enrichment Corporation	USEC	
University of California - Davis		UCD
University of California - San Francisco		UCSF
Uranium Mill Tailings Remedial Action (UMTRA) Project Office	UMTRA	
Washington Aerial Measurement		
Waste Isolation Pilot Plant	WIPP	
Weeks Island Site	WI	
Weldon Springs Site Remedial Action	WSSRAP	
West Hackberry Site	WH	
West Valley Area Office	WVAO	
West Valley Site		WV
Western Area Power Administration	WAPA	
Western Area Power Administration	WAPA	
Western Environmental Technology Office		
Willow Springs		
Woburn Operations Site		
Yucca Mountain	YUCCA	
Yucca Mountain Site Characterization Office	YMSPO	

Attachment B Metadata Tag Structure Chart

Fieldname	Definition	Meta Tag Structure & Syntax		Scheme	Example
Document Title	Full text of title as designated by Originator. Copy exact text, including abbreviations. Do not ad-lib abbreviations.	<META name="DC.title" content="">	Free Text	<META name="DC.title" content="Trainwreck Along the River of Money"> Note: To make the title unique, place the date at the end.	
Document Author	Name of individual contributors and/or authors, if any. Leave blank if no individual person is named	<META name="EHDL.author" content="">	Lastname [space] First Name	<META name="EHDL.author" content="Kero Bob">	
Keywords	Up to 10 subject - topic words taken from a title, introduction, or other overview section	<META name="EHDL.keywords" content="">	Feeds into the EH Technical Thesaurus. Use semi-colon delimiters between values. Mult-word terms are OK.	<META name="EHDL.keywords" content="Radiation; Whole-Body Count; Dosimetry; Exposure; Human Radiation"> Note: Please Use Upper and Lowercase	
Originator	Entity/Organization originatoring the document	META name="EHDL.originator" content=""	Fiite list of EH organizations. Update as needed if outside-generated docs come in.	META name="EHDL.originator" content="Department of Energy; Office of Environment, Safety and Health; Office of Oversight" Note: Please do not use "&" symbol.	

Document Date	Date of hard copy publication, if any, or date issued in its current form. If published only electronically, title page should display this value.	META name="DC.date" content=""	USE ISO 8601 as defined in http://www.w3.org/TR/NOTE-datetime . Format <code>yyyymmdd</code>	META name="DC.date" content="19971009"
DocType	The document Collection to which this object belongs. This is a 3-tier categorization with 3 subelements.	META name="DC.type.category" content="" META name="DC.type.doctype" content="" META name="DC.type.docsubtype" content=""	Use EHDL type hierarchy, in Table 2	"DC.type.category" content="Environment" "DC.type.doctype" content="Environment Impact Statement" "DC.type.docsubtype" content="FONSI"
Document Number	Unique identifier, usually assigned by DOE but may come from the Originator. Can contain revision info.	<META name="EHDL.docno" content="">	Free Text with reserved characters such as dashes and slashes.	<META name="EHDL.docno" content="DOE/NE-0113 Rev 1"> Note: For Docs without identifiers, use the date.
Section	Logical structural breaks as designed by the originator, such as: Chapters, Sections, Parts. Usually numbered, usually listed in a Table of Contents.	<META name="EHDL.section" content=""	Free text. For table of contents use TOC. Note: Section will be used only if document is broken into separate HTML files.	META name=""EHDL.section" content="TOC"
Site	DOE owned or monitored location such as Savannah River, Hanford, etc.	<META name="EHDL.site" content=""	Table 3, Site Names and Codes	<META name="EHDL.site" content="SRS"
Subject	Topic or content matter of the document.	PDF ONLY	Use the same value as the Title field.	PDF ONLY

Core Function	Used to classify into ISM construct.	<META name="EHDL.corefunction" content=" ">	Appendix G, Core Function List	<META name="EHDL.corefunction" content="Analyze Hazards">
Guiding Principles	Used to classify into ISM construct.	<META name="EHDL.guidingprinciples" content=" ">	Appendix H, Guiding Principle List	<META name="EHDL.guidingprinciples" content="Operations Authorization ">
Issue Type	Used to classify into ISM construct.	<META name="EHDL.issuetype" content=" ">	Appendix I, Issue Type List	<META name="EHDL.issuetype" content="Surveillance ">
Functional Area	Used to classify into ISM construct.	<META name="EHDL.functionalareas" content=" ">	Appendix J, Functional Area List	<META name="EHDL.functionalarea" content="Aviation Safety ">

ISM Categorization Codes - Attachment C
Use the following fields and values to classify your
information products according to the ISM construct.

Fieldname: Core Function

Define the Scope of Work
Analyze Hazards
Develop and Implement Hazard Controls
Perform Work Within Controls
Provide Feedback and Continuous Improvement

Fieldname: Guiding Principles

Line Management Responsibility for Safety
Clear Roles and Responsibilities
Competence Commensurate with Responsibilities
Balanced Priorities
Identification of Safety Standards and Requirements
Hazard Controls Tailored to Work Being Performed
Operations Authorization

Fieldname: Issue Type

Audit
Incident
Surveillance
Deficiency
Site-Wide Issue
Complex-Wide Issue

Fieldname: Functional Areas

ES&H Areas:
Authorization Basis
Aviation Safety
Chemical Safety
Conduct of Operations
Construction
Criticality Safety
Decontamination and Decommissioning
Electrical Safety
Emergency Preparedness
Engineering

Environmental Protection
Explosive Safety
Fire Safety
Industrial Hygiene
Industrial Safety
Maintenance
Mine Safety
Nuclear Safety
Occupational Medicine
Packaging and Transportation
Quality Assurance
Radiological Control
Subcontractor Safety
Vehicle Safety
Waste Management
Security & Safeguards Areas:
Protective Force (PF)
Physical Security Systems (PSS)
Personnel Safety (PS)
Management Systems
S&S Survey Program (SSSP)
Classified Matter Protection and Control (CMPC)
Computer Security (CS)
Material Control & Accountability (MC&A)
Operations Security (OPSEC)
Protection of Information
Protection of Special Nuclear Material (SNM)
Radiological Sabotage

Attachment D

Category/DocType Master List

The Category/DocType Master List is posted on the web at url:
<http://www.eh.doe.gov/metadata/catsearch.cfm>.

When entering this site, enter your category of interest, e.g. Environment. Click on Search. The current list of doctypes will be displayed.